

CLASS TITLE: GENEALOGICAL CLERK

Class Code: 02412700

Pay Grade: 14A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for searching indexes, microfilm, microfiche, and vital records for tracing family lineage or title searches and providing certified copies of records, if found; to exercise independent judgement, conform to established procedures, and prepare accurate abstracts from records which may be difficult to read; to type certified copies from abstracts; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed usually upon completion for conformance to established policies, rules, regulations and procedures.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for searching indexes, microfilm, microfiche and vital records for tracing family lineage or title searches and providing certified copies of records, if found.

To exercise independent judgement, conform to established procedures, and prepare accurate abstracts from records which may be difficult to read.

To type certified copies from abstracts, as required.

To conduct genealogical searches for records of family members.

To assist applicants making requests in person to furnish as full and complete information as possible.

To consult with applicants tracing their genealogies to advise them about the most efficient manner in which to collect information.

To type the certified copy of the record accurately, and to check certified copies typed by others.

To correspond by mail with applicants to assist them in tracing their family lineage.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of office practices, commercial arithmetic and business English; a working knowledge of methods and procedures of filing correspondence a working knowledge of records storage and maintenance; reasonable speed and accuracy in typing both alpha and numeric characters; the ability to deal with people; the ability in deciphering handwriting which may be difficult to read; the ability to follow standard procedures and to understand complex oral and written directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses typing; and

Experience: Such as may have been gained through: employment in a position involving the exercise of independent judgement in a performance of varied clerical work of difficult nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 3, 1988

Editorial Review: 3/15/03